

INSTALLATION MANUAL

versatile™ 4C mailbox suites

(ALL TYPES - FRONT LOADING, REAR LOADING, PARCEL ONLY AND TRASH / RECYCLING BIN)

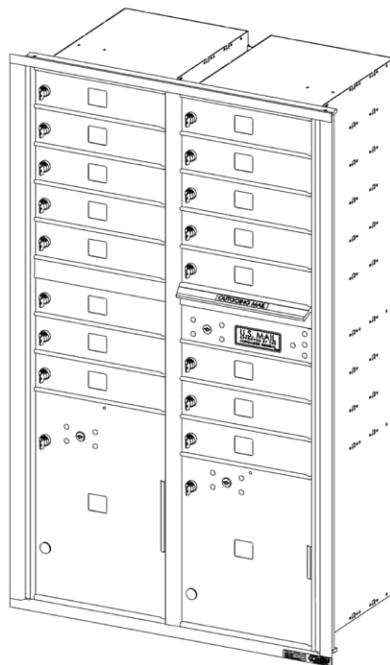


TABLE OF CONTENTS

DESCRIPTION	PAGE
GENERAL INFORMATION AND ADVISORIES	2
INSTALLATION REQUIREMENTS	3
PARCEL-ONLY UNIT FUNCTIONALITY AND INSTALLATION INFORMATION	4
REAR LOAD UNIT FUNCTIONALITY AND INSTALLATION INFORMATION	6
TRASH / RECYCLING BIN MODULE FUNCTIONALITY AND INSTALLATION INFORMATION	8
INDEPENDENT INSTALLATION	10
MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT	12
INSTALLATION OF COLLECTION DOOR ARROW LOCK (by USPS)	16
INSTALLATION OF PARCEL DOOR ARROW LOCK (by USPS)	18
APPENDIX	
INDEPENDENT INSTALLATION WALL CONSTRUCTION	20

NATIONAL MAILBOXES

A DIVISION OF NMHP, INC.

NORTH AMERICA'S COMMERCIAL & RESIDENTIAL MAILBOX LEADER!

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GENERAL INFORMATION AND ADVISORIES

Florence versatile™ 4C mailbox suites



ATTENTION

USPS SERVICE WILL **NOT** BE ESTABLISHED TO REAR LOAD WALL MOUNT 4C UNITS UNLESS USPS-APPROVED HARDWARE IS USED TO SECURE THE REAR MAILROOM.



ATTENTION - TRASH/RECYCLING BIN MODULES DO NOT REQUIRE USPS SERVICE



CAUTION - handling & transportation

- LAY BOXES FLAT, DO NOT STAND ON END. BOX COULD FALL OVER AND CAUSE INJURY.
- BOXES ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.



CAUTION - installation

- FLORENCE 4C UNITS ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.
- A PINCH HAZARD EXISTS WHEN PLACING THE MAILBOX IN ROUGH OPENING. KEEP FINGERS AND HANDS CLEAR TO AVOID AN INJURY.



WARNING - installation

- FLORENCE 4C UNITS ARE FRONT-HEAVY. DO NOT STAND ON END WITHOUT SUPPORT TO PREVENT TIPPING. MAILBOXES MAY TIP OUT OF ROUGH OPENING UNTIL SECURED, POSSIBLY RESULTING IN THE MAILBOX COLLIDING WITH A PERSON AND CAUSING SERIOUS INJURY.
- FLORENCE 4C UNITS ARE VERY FRONT-HEAVY WITH MASTER LOADING DOORS OPEN. UNITS MUST BE BRACED OR HELD IN PLACE UNTIL SECURED TO FRAMING. INSTALLER SHOULD SUPPORT UNIT OR HAVE ASSISTANCE HOLDING THE UNIT IN PLACE BEFORE OPENING THE MASTER LOAD DOORS. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

THE NEW U.S. POSTAL SERVICE STD-4C INCLUDES THE FOLLOWING SPECIFICATIONS:

- A NEW COMPARTMENT FORM FACTOR MINIMUM SIZE REQUIREMENT OF 12"W × 15"D × 3"H.
- ELIMINATES THE VERTICAL FORM FACTOR (5"W × 6"D × 15"H) DESIGN.
- INTRODUCES A PARCEL LOCKER REQUIREMENT BASED ON A 1:10 PARCEL LOCKER TO CUSTOMER COMPARTMENT RATIO.
- STRENGTHENS SECURITY REQUIREMENTS FOR THE ENTIRE RECEPTACLE.
- STANDARDIZES AND IMPROVES TENANT COMPARTMENT LOCK DESIGN.
- ADDS TESTING REQUIREMENTS TO VERIFY ACCEPTABILITY FOR EITHER INDOOR OR OUTDOOR USE.
- INTRODUCES QUALITY MANAGEMENT SYSTEMS PROVISIONS.
- ENHANCES DESIGN FLEXIBILITY FOR CONCEPT, ERGONOMICS, AND MATERIALS.

FLORENCE versatile™ 4C mailbox suites ARE DESIGNED TO MEET OR EXCEED THE USPS SPECIFICATIONS OUTLINED ABOVE AND IN THE FEDERAL REGISTER/VOL. 69 NO. 171/SEPTEMBER 3, 2004/RULES AND REGULATIONS POSTAL SERVICE, 39 CFR PART 111, STANDARDS GOVERNING THE DESIGN OF WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES. PROPER INSTALLATION IS THE RESPONSIBILITY OF THE INSTALLER. THE INSTALLATION REQUIREMENTS LISTED HEREIN ARE BASED ON THE USPS FEDERAL REGISTER PREVIOUSLY MENTIONED.

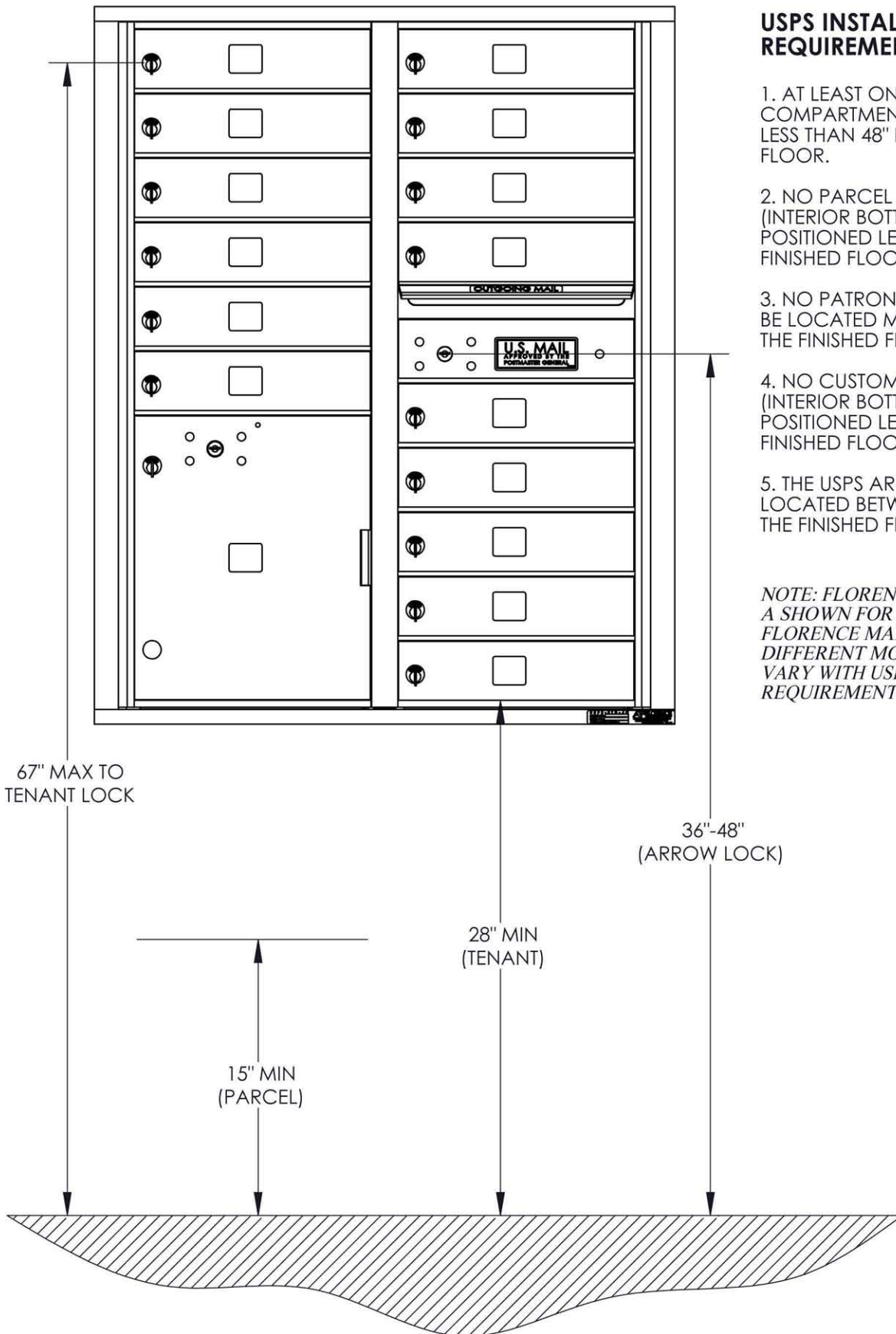
INSTALLATION REQUIREMENTS

Florence versatile™ 4C mailbox suites

USPS INSTALLATION REQUIREMENTS:

1. AT LEAST ONE CUSTOMER COMPARTMENT SHALL BE POSITIONED LESS THAN 48" FROM THE FINISHED FLOOR.
2. NO PARCEL LOCKER COMPARTMENT (INTERIOR BOTTOM SHELF) SHALL BE POSITIONED LESS THAN 15" FROM THE FINISHED FLOOR.
3. NO PATRON (TENANT) LOCK SHALL BE LOCATED MORE THAN 67" ABOVE THE FINISHED FLOOR.
4. NO CUSTOMER COMPARTMENT (INTERIOR BOTTOM SHELF) SHALL BE POSITIONED LESS THAN 28" FROM THE FINISHED FLOOR.
5. THE USPS ARROW LOCK SHALL BE LOCATED BETWEEN 36" AND 48" ABOVE THE FINISHED FLOOR.

NOTE: FLORENCE VERSATILE 4C SUITE A SHOWN FOR REFERENCE PURPOSES. FLORENCE MANUFACTURES OVER 40 DIFFERENT MODULES, ALL OF WHICH VARY WITH USPS INSTALLATION REQUIREMENTS



PARCEL ONLY MODULE FUNCTIONALITY AND INSTALLATION INFORMATION

Florence versatileTM 4C mailbox suites (PARCEL ONLY MODULE)

1. PREPARING FOR INSTALLATION: (PARCEL ONLY MODULE)

- WHILE LOOKING AT THE BACK OF THE MODULE, SLIDE AND HOLD THE LATCH PLATE UP PAST THE LATCH HOOK AS ILLUSTRATED.
- THE FRONT OF THE MODULE CAN NOW BE OPENED TO GAIN ACCESS TO MOUNTING SCREW HOLES/SLOTS FOR INSTALLATION. REMOVE ALL HARDWARE LOCATED INSIDE THE MODULE AND SET ASIDE.
- PLACE PARCEL MODULE IN OPENING AS SHOWN IN "INDEPENDENT INSTALLATION" (SHEET #10) OR "MULTIPLE INSTALLATION" (SHEET #12) AS REQUIRED AND PROCEED WITH INSTALLATION.

IMPORTANT!

2. WHEN INSTALLATION IS COMPLETE. MAKE SURE YOU HAVE REMOVED ALL HARDWARE LOCATED INSIDE THE MODULE. BEFORE CLOSING DOOR(S)

- OPEN PARCEL DOORS USING PARCEL DOOR KEYS INCLUDED WITH HARDWARE.
- INSTALL BOTH SLIDE LOCKS (PART NO. 64256) USING #10-32 X .375" ONE WAY SCREWS (PART NO. 84994).

NOTE:

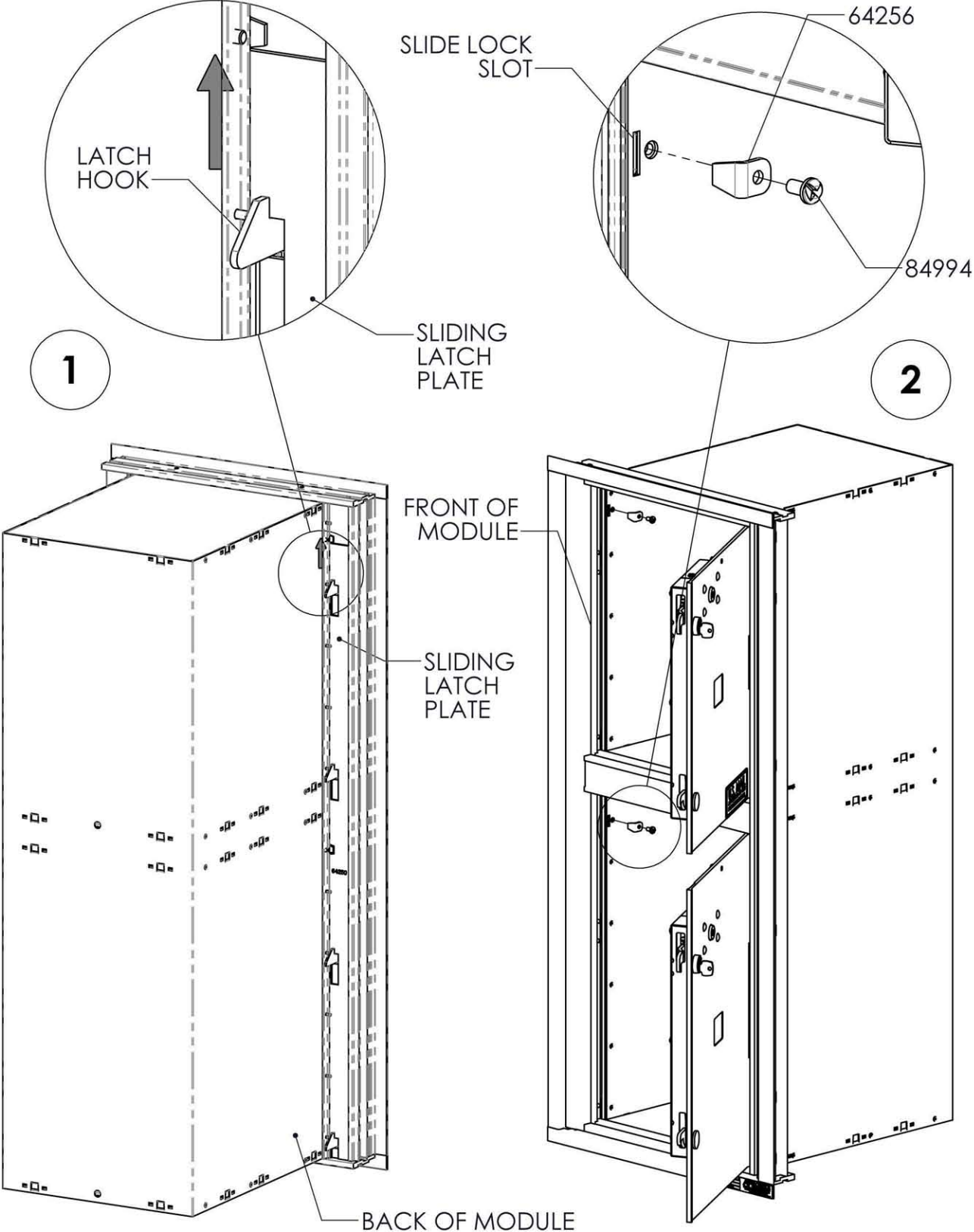
IF ACCESS TO MOUNTING SCREWS IS NECESSARY FOR INSTALLATION ADJUSTMENT, OPEN PARCEL DOORS, REMOVE #10-32 X .375" ONE WAY SCREWS AND SLIDE LOCKS. DISENGAGE LATCH PLATE BY PLACING A SMALL ALLEN WRENCH (HEX KEY) IN THE SLIDE LOCK SLOT AND SLIDE LATCH PLATE UP. THE FRONT OF THE MODULE CAN NOW BE OPENED.

REQUIRED TOOLS

SLOTTED SCREW DRIVER

PART #	DESCRIPTION
64256	SLIDE LOCK
84994	#10-32 X .375" ONE WAY SCREW

PARCEL ONLY MODULE FUNCTIONALITY AND INSTALLATION INFORMATION
(cont...)



MODEL 4CAT10 SHOWN

REAR LOAD MODULE FUNCTIONALITY AND INSTALLATION INFORMATION


Florence versatile™ 4C mailbox suites (REAR LOAD MODULE ONLY)



ATTENTION

ONCE THE MODULE IS SECURED/MOUNTED TO THE WALL FRAMING, THE MASTER DOORS MUST BE KEPT OPEN UNTIL THE INSTALLATION IS COMPLETE. FAILURE TO DO SO WILL REQUIRE ACCESS TO THE SLIDE ACCESS HOLE AT THE FRONT BOTTOM OF THE MODULE IN ORDER TO RE-OPEN IT.

1. PREPARING FOR INSTALLATION: (REAR LOADING MODULES)

- WITH THE MODULE ON ITS BACK, INSERT A SCREW DRIVER INTO THE SLIDE ACCESS HOLE AT THE BOTTOM OF THE MODULE AND PUSH IN ON THE SLIDE TO RELEASE THE MASTER DOOR(S). OPEN THE FRONT MASTER LOAD DOOR(S).
- **DO NOT CLOSE FRONT MASTER LOAD DOOR(S) UNTIL INSTALLATION IS COMPLETE.** 
- THE FRONT OF THE MODULE IS NOW OPENED FOR ACCESS TO MOUNTING SCREW HOLES/SLOTS FOR INSTALLATION. CAREFULLY STAND MODULE IN UPRIGHT POSITION AND REMOVE ALL HARDWARE LOCATED INSIDE THE MODULE AND SET ASIDE.
- PLACE REAR LOAD MODULE IN OPENING AS SHOWN IN "INDEPENDENT INSTALLATION" (SHEET 10) OR "MULTIPLE INSTALLATION" (SHEET 12) AND PROCEED WITH INSTALLATION.

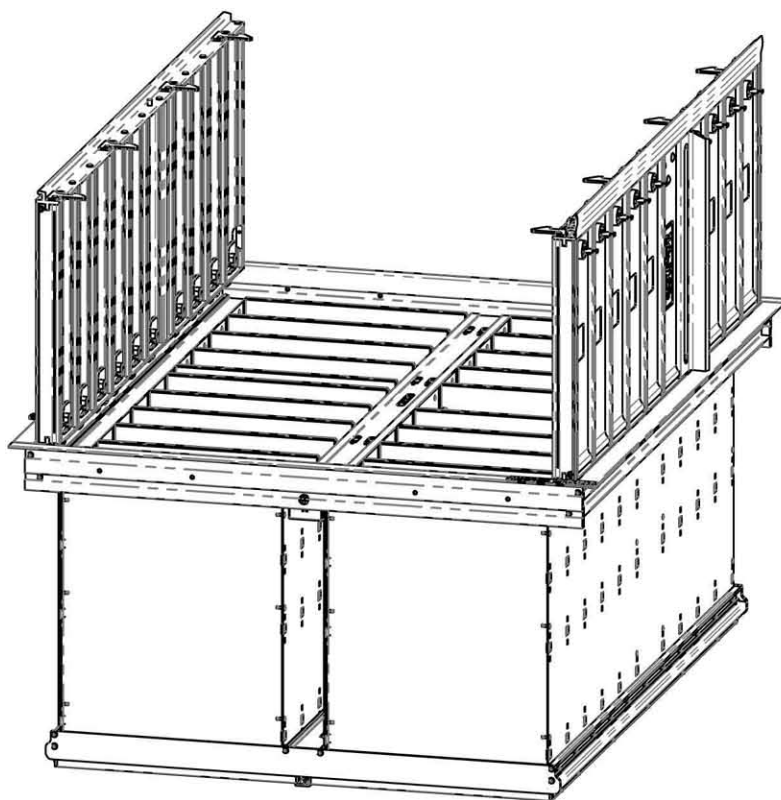
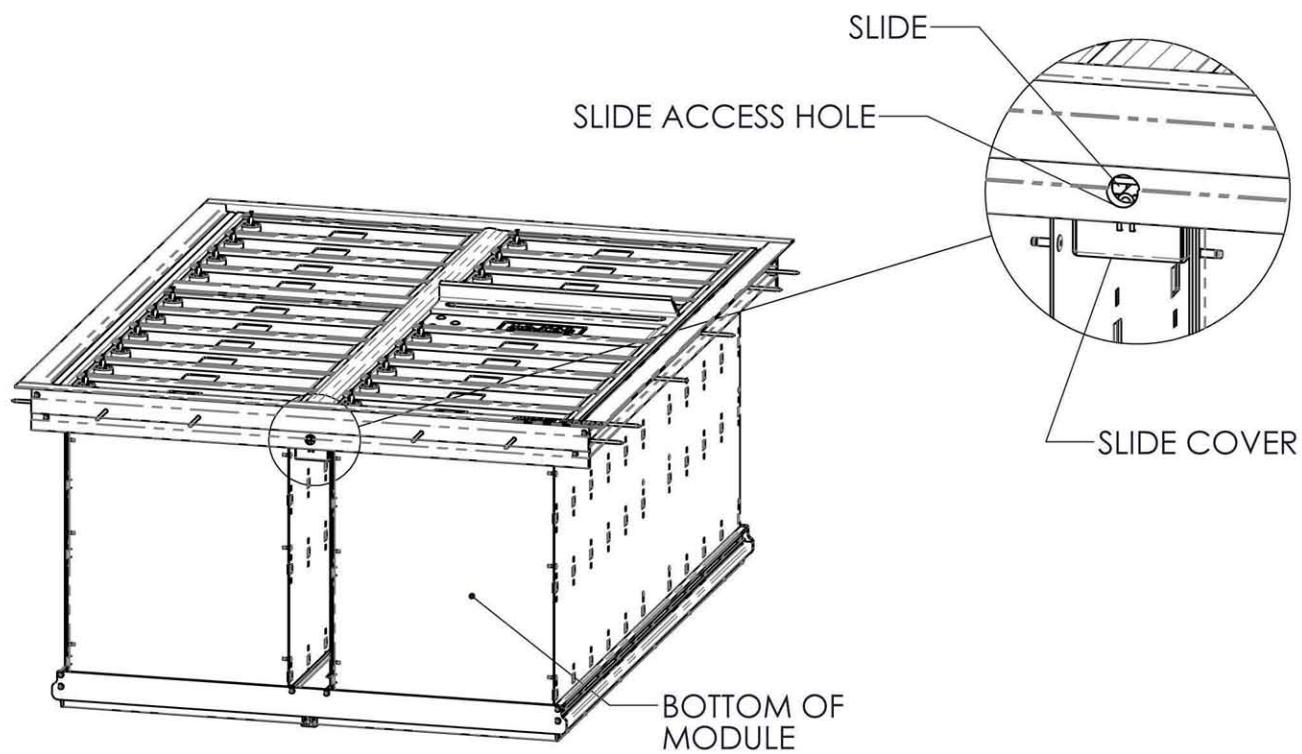
IMPORTANT!

2. WHEN INSTALLATION IS COMPLETE, MAKE SURE YOU HAVE REMOVED ALL HARDWARE LOCATED INSIDE THE MODULE, PRIOR TO CLOSING DOORS.

REQUIRED TOOLS

SLOTTED SCREW DRIVER

REAR LOAD MODULE FUNCTIONALITY AND INSTALLATION INFORMATION (cont...)



DO NOT CLOSE FRONT MASTER LOAD DOOR(S) UNTIL INSTALLATION IS COMPLETE

MODEL 4CAT8-19R SHOWN

TRASH / RECYCLING BIN MODULE FUNCTIONALITY AND INSTALLATION INFORMATION

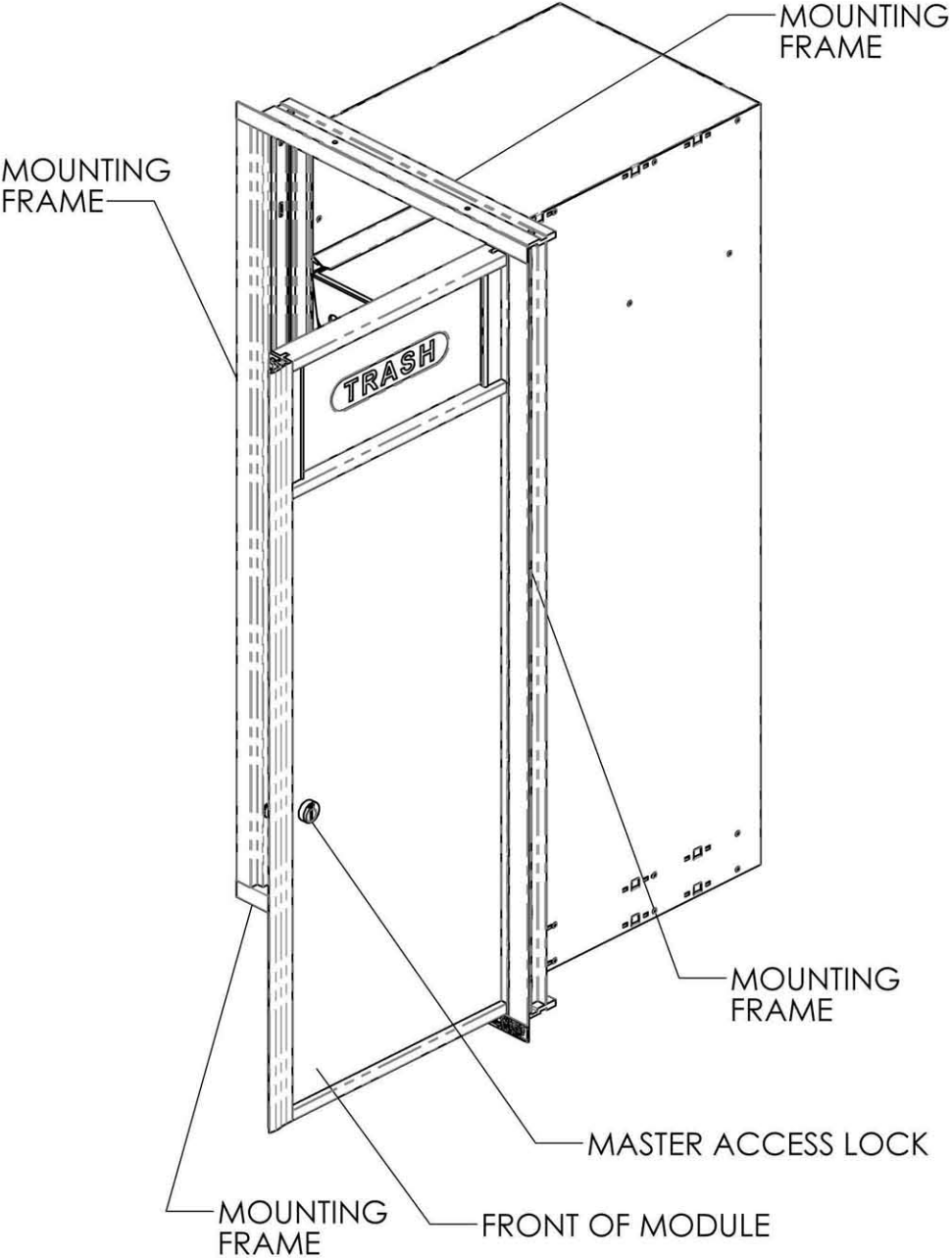
Florence versatile™ 4C mailbox suites (TRASH / RECYCLING BIN)

1. PREPARING FOR INSTALLATION:

- DETERMINE WHICH MASTER ACCESS LOCK YOUR MODULE INCLUDES BEFORE PROCEEDING.
 - IF MODULE HAS A **KEYED MASTER ACCESS LOCK**, INSERT KEY TO OPEN THE ENTIRE FRONT OF MODULE TO GAIN ACCESS TO MOUNTING FRAME. (KEY WILL BE TAPED TO THE SIDE OF THE MODULE)
 - IF MODULE HAS A **COMBINATION MASTER ACCESS LOCK**, ARRANGE DIALS TO PROPER COMBINATION TO OPEN THE ENTIRE FRONT OF MODULE TO GAIN ACCESS TO MOUNTING FRAME. (COMBINATION WILL BE SHOWN ON REMOVABLE LABEL ON THE FRONT OF THE MODULE OR LEFT IN THE OPEN POSITION)
 - IF MODULE HAS A **SLOTTED KEYLESS MASTER ACCESS LOCK**, INSERT SLOTTED SCREW DRIVER OR COIN (QUARTER) TO OPEN THE ENTIRE FRONT OF MODULE TO GAIN ACCESS TO MOUNTING FRAME.
- PLACE TRASH / RECYCLING BIN MODULE IN OPENING AS SHOWN IN "INDEPENDENT INSTALLATION" (SHEET 10) OR "MULTIPLE INSTALLATION" (SHEET 12) AS APPROPRIATE AND PROCEED WITH INSTALLATION.

REQUIRED TOOLS (FOR KEYLESS ACCESS ONLY)
SLOTTED SCREW DRIVER OR COIN (QUARTER)

TRASH / RECYCLING BIN MODULE FUNCTIONALITY AND INSTALLATION INFORMATION
(cont...)



MODEL BINA SHOWN

INDEPENDENT INSTALLATION

Florence versatile™ 4C mailbox suites (ALL MODULES)

1. PLACE FLORENCE 4C MODULE IN OPENING UNTIL INTEGRATED TRIM IS FLUSH WITH WALL BOARD.

SEE PAGE 3 (PARCEL ONLY) AND PAGE 5 (REAR LOAD), PAGE 8 (TRASH / RECYCLING BIN) FOR ADDITIONAL INSTALLATION INFORMATION. NOTE, ONLY FRONT LOADING UNITS HAVE A HOLD OPEN ARM. THEREFORE, WHEN INSTALLING A PARCEL ONLY MODULE, REAR LOADING MODULE, OR TRASH/ RECYCLING BIN, YOU MAY IGNORE ALL REFERENCES TO HOLD OPEN ARM(S) IN THE REMAINDER OF THE TEXT.

2. FOR DOUBLE COLUMN FLORENCE 4C MODULES:

- OPEN RIGHT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG RIGHT HAND OUTER FRAME
- PARTIALLY OPEN LEFT MASTER LOAD DOOR UNTIL RIGHT MASTER LOAD DOOR CAN BE COMPLETELY CLOSED.
- OPEN LEFT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG LEFT HAND OUTER FRAME.
- WITH BOTH LEFT AND RIGHT MASTER LOAD DOORS OPEN AND HOLD OPEN ARMS ENGAGED, INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME.
- FLORENCE 4C MODULE IS NOW INSTALLED.

2a. FOR SINGLE COLUMN FLORENCE 4C MODULES:

- OPEN MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG BOTH LEFT AND RIGHT HAND OUTER FRAME.
- WITH MASTER LOAD DOOR OPEN AND HOLD OPEN ARM ENGAGED, INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME.
- FLORENCE 4C MODULE IS NOW INSTALLED.

REQUIRED TOOLS
3/8" DRILL (PREFERABLY CORDLESS)
T20 TORX BIT & BIT TIP HOLDER

PART #	DESCRIPTION
64225	WOOD SCREW, #8 X 2", T20 TORX DRIVE (MOUNTING SCREW)

INDEPENDENT 4C INSTALLATION

(cont...)



CAUTION - installation

- FLORENCE 4C MOODULES ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.
- A PINCH HAZARD EXISTS WHEN PLACING THE MAILBOX IN ROUGH OPENING. KEEP FINGERS AND HANDS CLEAR TO AVOID AN INJURY.



WARNING - installation

- FLORENCE 4C MODULES ARE FRONT-HEAVY. DO NOT STAND ON END WITHOUT SUPPORT TO PREVENT TIPPING. MAILBOXES MAY TIP OUT OF ROUGH OPENING UNTIL SECURED, POSSIBLY RESULTING IN THE MAILBOX COLLIDING WITH A PERSON AND CAUSING SERIOUS INJURY.
- FLORENCE 4C MODULES ARE VERY FRONT-HEAVY WITH MASTER LOADING DOORS OPEN. MODULES MUST BE BRACED OR HELD IN PLACE UNTIL SECURED TO FRAMING. INSTALLER SHOULD SUPPORT MODULE OR HAVE ASSISTANCE HOLDING THE MODULE IN PLACE BEFORE OPENING THE MASTER LOAD DOORS. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

OUTER FRAME

TYPICAL WALL MOUNTING

HOLD OPEN ARM

INTEGRATED TRIM

2/2a

64225

LEFT MASTER LOAD DOOR

64225

2/2a

1

INTEGRATED TRIM

RIGHT MASTER LOAD DOOR

NOTE:

64225 #8x2" LONG WOOD SCREWS SHOULD BE TIGHTENED TO ENSURE A SNUG FIT. HOWEVER, OVER TIGHTENING BEYOND INITIAL CONTACT WITH FRAME COULD HINDER FUNCTIONALITY. IF OVER TIGHTENING OCCURS, SIMPLY BACK OUT EACH OVER TIGHTENED MOUNTING SCREW.

MODEL 4CAT1-4 & 4CAT8-19 SHOWN

MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT

Florence versatile™ 4C mailbox suites (ALL MODULES)

1. PLACE THE FIRST MODULE AT THE RIGHT HAND SIDE OF THE ROUGH OPENING UNTIL INTEGRATED TRIM IS FLUSH WITH WALL BOARD.

SEE PAGE 3 (PARCEL ONLY MODULES) AND PAGE 5 (REAR LOAD) FOR ADDITIONAL INSTALLATION INFORMATION. NOTE, ONLY FRONT LOADING MODULES HAVE A HOLD OPEN ARM. THEREFORE, WHEN INSTALLING A PARCEL ONLY MODULES, REAR LOAD MODULES OR TRASH / RECYCLING BIN, YOU MAY IGNORE ALL REFERENCES TO HOLD OPEN ARM(S) IN THE REMAINDER OF THE TEXT.

2. OPEN MASTER LOAD DOOR(S) UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG RIGHT HAND OUTER FRAME.

3. OPEN MASTER LOAD DOOR(S) UNTIL HOLD OPEN ARM ENGAGES, INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME.

4. FASTEN MULTI-UNIT CONNECTOR TO THE MODULE USING INCLUDED 91123 SCREWS. NOTE: IF INSTALLATION AND WALL LAYOUT DESIGN DOES NOT REQUIRE A MULTI-UNIT CONNECTOR, THE KIT MAY NOT BE INCLUDED WITH THE MAILBOX.

5. PLACE NEXT MODULE IN OPENING UNTIL INTEGRATED TRIM IS FLUSH WITH WALL BOARD. SLIDE MODULE TO RIGHT UNTIL TRIM IS AGAINST PREVIOUSLY INSTALLED UNIT.

6. INSTALL INCLUDED 91123 SCREWS ALONG RIGHT HAND OUTER FRAME.

7. OPEN MASTER LOAD DOOR(S) UNTIL HOLD OPEN ARM ENGAGES, INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME.

8. REPEAT STEPS 3 THROUGH 7 FOR ANY ADDITIONAL MODULES THAT WILL BE MOUNTED TO A MULTI-UNIT CONNECTOR, OTHERWISE PROCEED TO STEP 9.

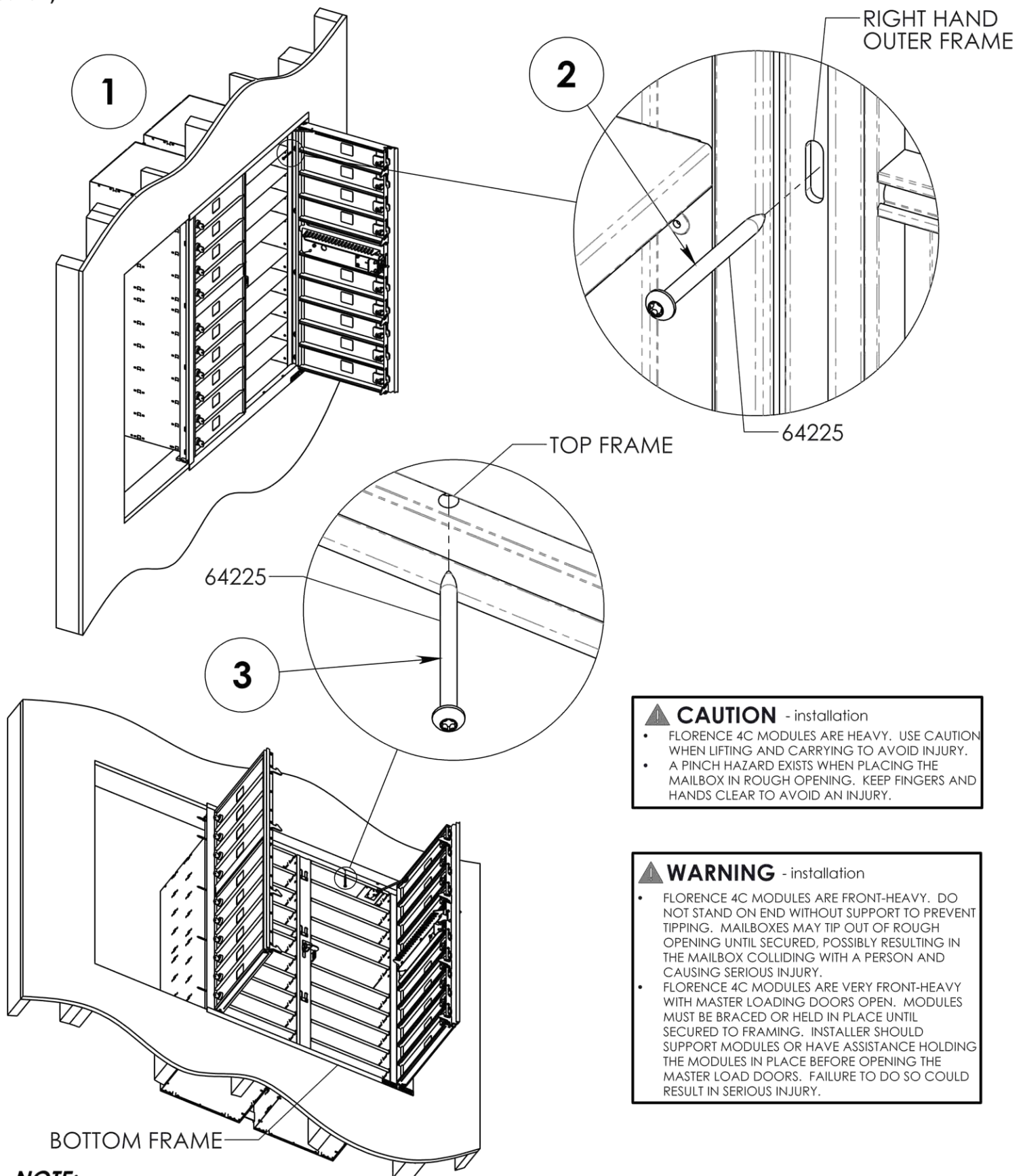
9. OPEN MASTER LOAD DOOR(S) UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED 64225 MOUNTING SCREWS ALONG LEFT HAND OUTER FRAME.

REQUIRED TOOLS
3/8" DRILL (PREFERABLY CORDLESS)
T20 TORX BIT & BIT TIP HOLDER

PART #	DESCRIPTION
64225	WOOD SCREW, #8 X 2", T20 TORX DRIVE (MOUNTING SCREW)
VARIES	MULTI-UNIT CONNECTOR
91123	SELF TAPPING SCREW, T20 TORX DRIVE

MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT

(cont...)



CAUTION - installation

- FLORENCE 4C MODULES ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.
- A PINCH HAZARD EXISTS WHEN PLACING THE MAILBOX IN ROUGH OPENING. KEEP FINGERS AND HANDS CLEAR TO AVOID AN INJURY.

WARNING - installation

- FLORENCE 4C MODULES ARE FRONT-HEAVY. DO NOT STAND ON END WITHOUT SUPPORT TO PREVENT TIPPING. MAILBOXES MAY TIP OUT OF ROUGH OPENING UNTIL SECURED, POSSIBLY RESULTING IN THE MAILBOX COLLIDING WITH A PERSON AND CAUSING SERIOUS INJURY.
- FLORENCE 4C MODULES ARE VERY FRONT-HEAVY WITH MASTER LOADING DOORS OPEN. MODULES MUST BE BRACED OR HELD IN PLACE UNTIL SECURED TO FRAMING. INSTALLER SHOULD SUPPORT MODULES OR HAVE ASSISTANCE HOLDING THE MODULES IN PLACE BEFORE OPENING THE MASTER LOAD DOORS. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

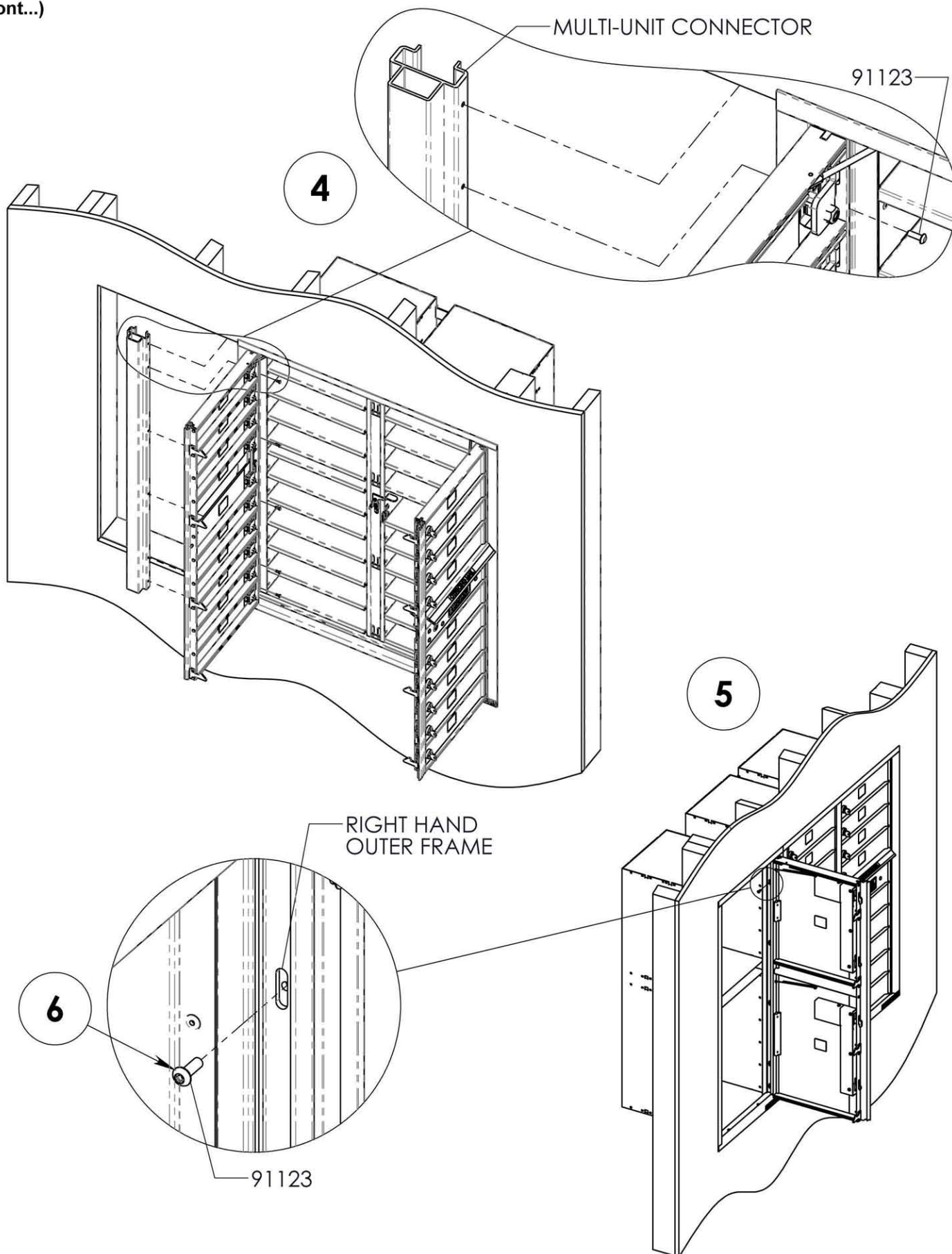
NOTE:

64225 #8x2" LONG WOOD SCREWS SHOULD BE TIGHTENED TO ASSURE A SNUG FIT. HOWEVER, OVER TIGHTENING BEYOND INITIAL CONTACT WITH FRAME COULD HINDER FUNCTIONALITY. IF OVER TIGHTENING OCCURS SIMPLY BACK OUT EACH OVER TIGHTENED MOUNTING SCREW.

MODEL 4CAT8-19 SHOWN

MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT

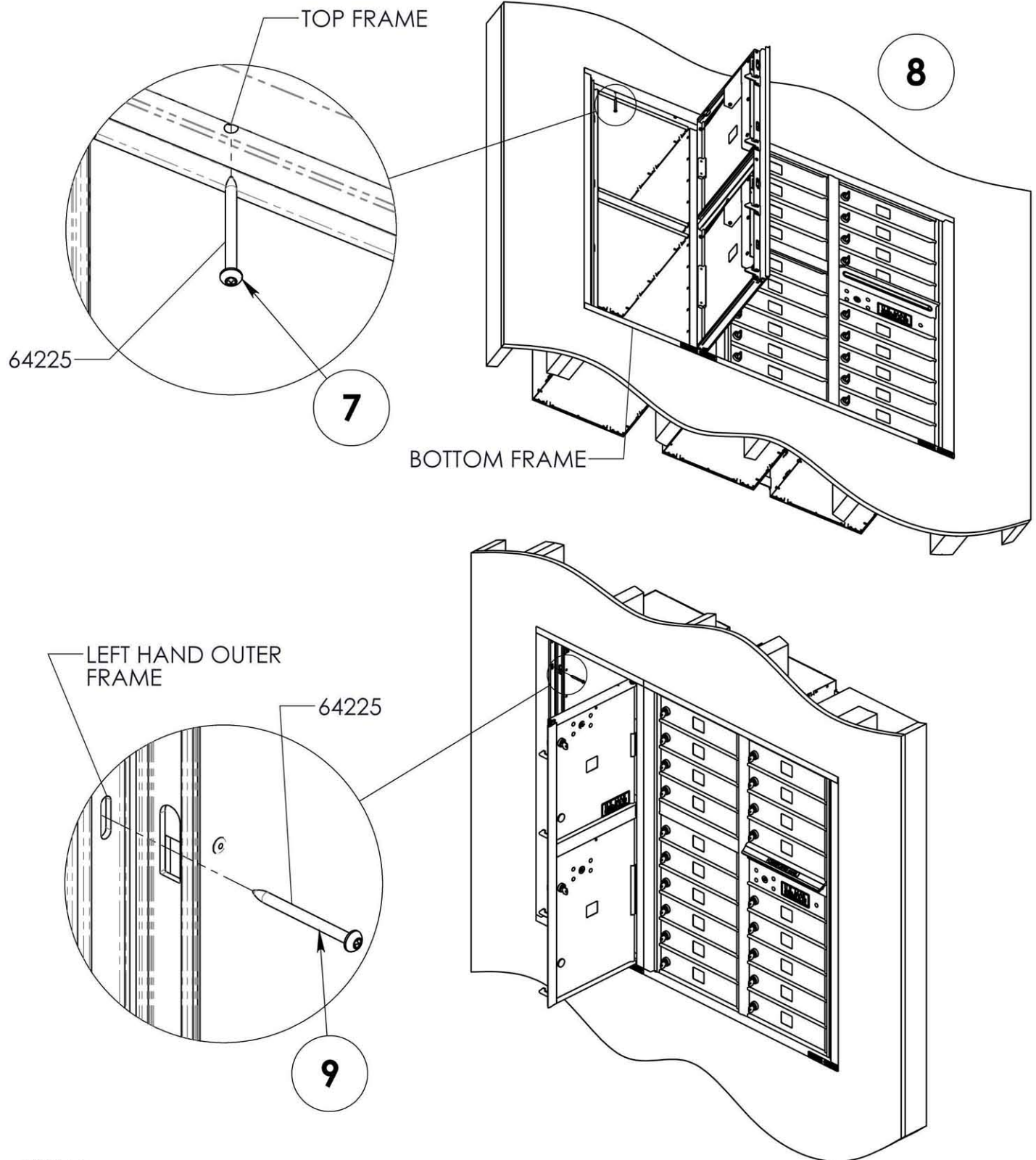
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MODEL 4CAT10 & 4CAT8-19 SHOWN

MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT

(cont...)



NOTE:

64225 #8x2" LONG WOOD SCREWS SHOULD BE TIGHTENED TO ASSURE A SNUG FIT. HOWEVER, OVER TIGHTENING BEYOND INITIAL CONTACT WITH FRAME COULD HINDER FUNCTIONALITY. IF OVER TIGHTENING OCCURS SIMPLY BACK OUT EACH OVER TIGHTENED MOUNTING SCREW.

MODEL 4CAT10 & 4CAT8-19 SHOWN

INSTALLATION OF COLLECTION DOOR ARROW LOCK

Florence versatileTM 4C mailbox suites (FRONT LOAD ONLY)

NOTE:

**PRIVATE versatileTM 4C MAILBOXES - PRIVATE MASTER ACCESS LOCK INSTALLED AT FACTORY
IF FIELD INSTALLATION IS REQUIRED USE POSTAL TO PRIVATE CONVERSION KIT CK25750**

ARROW LOCK INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.

**CONTACT YOUR LOCAL POST OFFICE TO ARRANGE INSTALLATION OF
ARROW LOCK.**

1. INSERT ARROW LOCK INTO 64782 PLATE
ASSY.-HS ARROW LOCK AS SHOWN.

2. WITH THE COLLECTION DOOR OPEN,
SLIDE 64782 PLATE ASSY.-HS ARROW LOCK
WITH ARROW LOCK ONTO THE COLLECTION
DOOR BOLTS.

3. INSTALL 92303 PLATE-LOCK SUPPORT AS
ORIENTED IN THE ILLUSTRATION.

4. INSTALL FIVE (5) 86091 #10-32 LOCK NUTS.
THESE NUTS SHOULD BE TIGHTENED TO
ENSURE A SNUG FIT. OVER TIGHTENING
MAY KEEP ARROW LOCK FROM OPERATING
CORRECTLY.

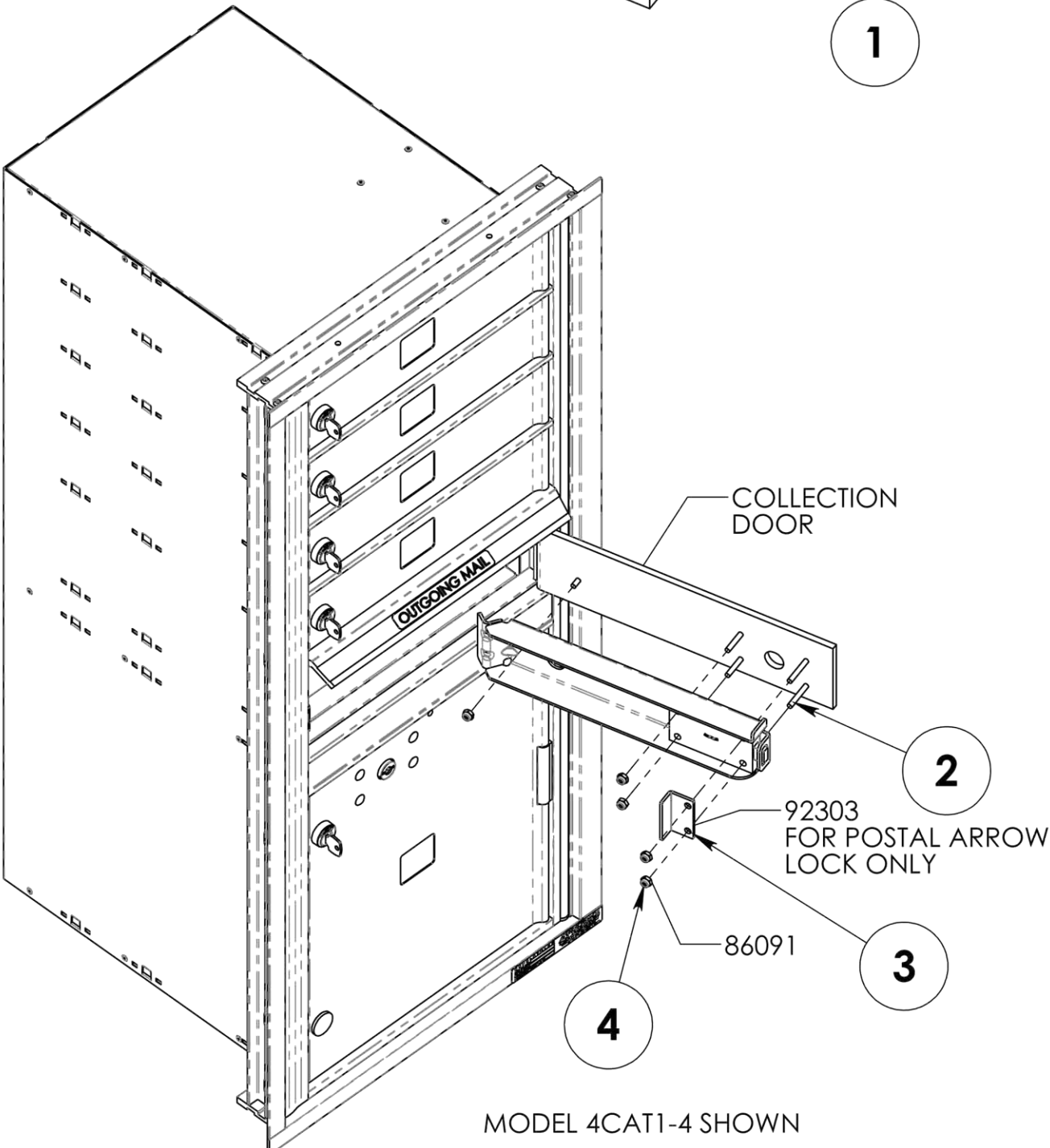
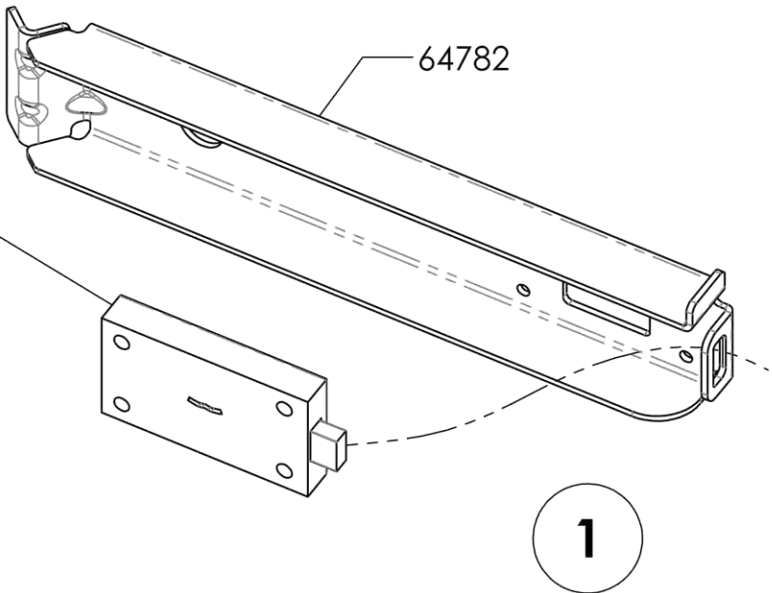
REQUIRED TOOLS
3/8" SOCKET WRENCH OR NUT DRIVER

PART #	DESCRIPTION
64782	PLATE ASSY.-HS ARROW LOCK
92303	PLATE-LOCK SUPPORT
86091	10-32 LOCK NUTS
N/A	ARROW LOCK (PROVIDED BY USPS)

INSTALLATION OF COLLECTION DOOR ARROW LOCK (FOR USPS PERSONNEL ONLY)
(cont...)

ARROW LOCK
(PROVIDE BY USPS)

FOR PRIVATE MASTER
ACCESS LOCK SEE CK25750
INSTALLATION INSTRUCTION



MODEL 4CAT1-4 SHOWN

PARCEL DOOR ARROW LOCK INSTALLATION

Florence versatile™ 4C mailbox suites (ALL TYPES - FRONT AND REAR LOADING))

NOTE:

**PRIVATE versatile 4C MAILBOXES - PRIVATE MASTER ACCESS LOCK INSTALLED AT FACTORY
IF FIELD INSTALLATION IS REQUIRED USE POSTAL TO PRIVATE CONVERSION KIT CK25750**

ARROW LOCK INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.

**CONTACT YOUR LOCAL POST OFFICE TO ARRANGE INSTALLATION OF
ARROW LOCK.**

- 1.** OPEN PARCEL DOOR AND LOCK PARCEL DOOR CUSTOMER LOCK. NOTE: PARCEL DOOR CUSTOMER LOCK IS IN LOCKED POSITION WHEN KEY CAN BE REMOVED.
- 2.** SLIDE 64042 PARCEL DOOR, LOCK STIFFENER ONTO THE PARCEL DOOR BOLTS, AS ORIENTED IN THE ILLUSTRATION.
- 3.** INSTALL ARROW LOCK AS SHOWN USING FOUR (4) 86455 #10-32 THIN LOCK NUTS. THESE NUTS SHOULD BE TIGHTENED TO ASSURE A SNUG FIT. OVER TIGHTENING MAY KEEP ARROW LOCK FROM OPERATING CORRECTLY.
- 4.** INSTALL 64216 PARCEL DOOR ARROW LOCK COVER USING TWO (2) 84993 #10-32x.312 UNF-2A 18-8 SS PASSIVATED MCGARD FASTENERS.
NOTE: THESE FASTENERS REQUIRE A MCGARD SCREW DRIVER

REQUIRED TOOLS

3/8" SOCKET WRENCH OR NUT DRIVER
USPS PROPRIETARY MCGARD SCREW DRIVER

FOR USPS PERSONNEL ONLY SPECIAL NOTICE!

USPS PERSONNEL MUST HAVE A MCGARD SCREW DRIVER (USPS - MAIL EQUIPMENT SHOP PART NUMBER 110050) TO INSTALL AND SERVICE THE PARCEL LOCK COVER ON Florence versatile™ 4C MAILBOX MODULES.

MCGARD SCREW DRIVERS ARE AVAILABLE ONLY TO USPS PERSONNEL BY FAXING AN "OFF CATALOG" eBUY REQUEST TO:

USPS MAIL EQUIPMENT SHOP
FAX NO. (202) 281-2643
QUESTIONS? CALL THE USPS
MAIL EQUIPMENT SHOP AT
(202) 281-2620

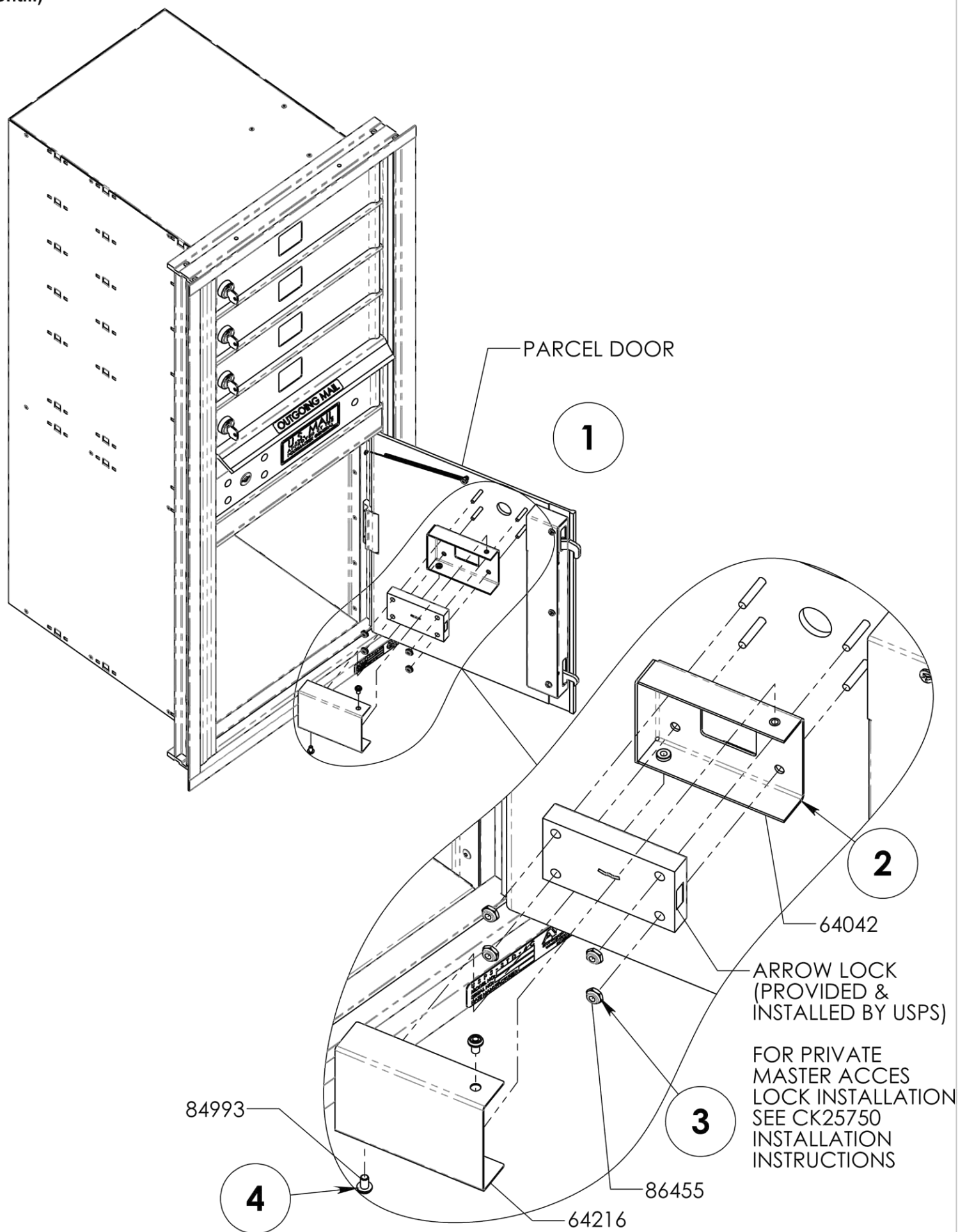
***FLORENCE MANUFACTURING DOES NOT
SELL THE MCGARD SCREWDRIVER**



PART #	DESCRIPTION
64042	PARCEL DOOR, LOCK STIFFENER
86455	10-32 THIN LOCK NUT
64216	PARCEL DOOR ARROW LOCK COVER
84993	10-32x.312 UNF-2A 18-8 SS PASSIVATED MCGARD
N/A	ARROW LOCK (PROVIDED BY U.S.P.S.)

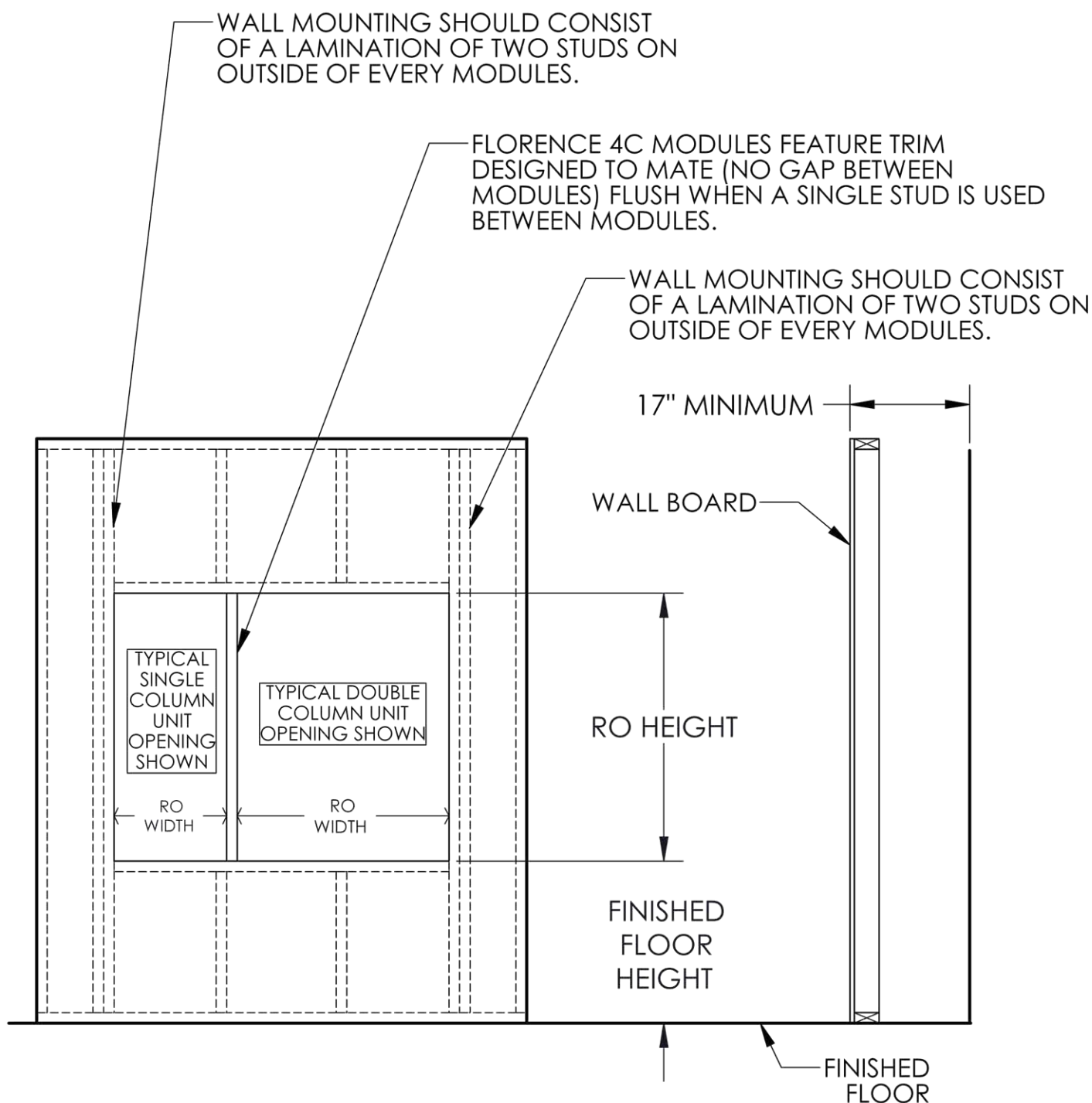
PARCEL DOOR ARROW LOCK INSTALLATION (FOR USPS PERSONNEL ONLY)

(cont...)



SUGGESTIONS FOR INDEPENDENT INSTALLATION WALL CONSTRUCTION

Florence versatile™ 4C mailbox suites (ALL MODULES)



NOTES:

1. ALL WALL MOUNTING STUDS ARE MADE FROM WOOD 2"x4".
2. ALL WALL FRAME MOUNTING OPTIONS OTHER THAN THOSE DISCUSSED ON THIS PAGE ARE SHOWN FOR REFERENCE ONLY AND SHOULD COMPLY WITH LOCAL BUILDING CODES.
3. SQUARENESS AND QUALITY OF WALL MOUNT OPENING IS CRITICAL TO OBTAIN A SECURE AND PROPERLY FUNCTIONING FLORENCE versatile™ MODULE.